

Date: March 10, 2004

To: Greater St. Louis Federal Executive Board Members

From: Susanne Franza Valdez
Executive Director

Re: April 8 Board Meeting

The Board will meet on Thursday, April 8, 2004 at the Chase Park Plaza Hotel. The meeting will begin at 10 am, and lunch will follow.

The program will include Board business and a feature speaker. Strategic Plan reports will cover the Excellence in Government Awards, the August Executive Forum, initial plans for the 2005 Special Emphasis conference, and the next round of BRAC.

As previously announced, L. Reynolds Cahoon will be the guest speaker. Mr. Cahoon was appointed Assistant Archivist for Human Resources and Information Services, and Chief Information Officer at the National Archives and Records Administration in 1996. His topic is E-Gov: In A Paperless World Knowing What to Save and How to Save It. He will address the challenge of imbedding records management into daily business processes when the "records" are electronic files, mail messages, and web based resources. He will also discuss the preservation of paperless documents to ensure their usefulness to future generations.

Please contact the Board office not later than Tuesday, April 6, if you, your alternate, or members of your staff will attend the meeting. Email your response to stlfeb@gsa.gov or phone 314-539-6312.



National Archives and Records Administration

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College Park, Maryland 20740-6001

L. Reynolds Cahoon was appointed Assistant Archivist for Human Resources and Information Services and Chief Information Officer at the National Archives and Records Administration (NARA), in February 1996.

His responsibilities include NARA's Nationwide Information Technology Program, oversight of NARA's Electronic Records Archives Program, Human Resources, Staff and Organizational Development Services, and NARA's Records Management Program.

In addition, Reynolds currently serves as Co-Chair of the Components Sub-Committee of the Federal Chief Information Officer Council's Architecture and Integration Committee and as a Commissioner for the International Commission for the Accreditation of Professional Genealogists ICAPGen.

Prior to his appointment with NARA, Reynolds served as managing Director of the Family History Department of the Church of Jesus Christ of Latter-Day Saints. He previously served as the Director of Administration and Controller, and as the Director of Projects and Planning for the Family History Department. Reynolds served on the board of the Civil War Trust and was a member of the International Council on Archives' Committee on Archival Automation from 1986 to 1997. Prior to his work with the Family History Department, Reynolds was Controller of Inland Steel Container Company's Greenville, Ohio manufacturing facility. He has co-authored articles on Planning and decision Processes for Information Technology in Archives and Archival Preservation of Magnetic Media.

Ren and his wife Susan have eight children, seven daughters and a son and two grandchildren.